



Town of Henrietta
Office of Building and Fire Prevention
 475 Calkins Road
 Henrietta, NY 14467
 PH: (585) 359-7060 FAX: (585) 321-6093
 Building@henrietta.org



Residential Building Permit Application

Project/Site Information

Address _____
 City, State, Zip _____
 Tax I.d. Number _____

Zoning Classification

R-1-15 R-1-20 R-2-15
 RR-1 RR-2 PUD

Property Owner Information

Name _____
 Address _____
 City, State, Zip _____
 Phone # _____
 Email _____

Contractor Information

Company Name _____
 Address _____
 City, State, Zip _____
 Contact Name _____
 Phone # _____
 Email _____

Plumber Information

Company Name _____
 Address _____
 City, State, Zip _____
 Contact Name _____
 Phone # _____
 Email _____
 License Number _____ Number of Fixtures _____

Mechanical Work

Plumbing? Yes No Electrical? Yes No HVAC? Yes No

Permit Type

Pool Garage Sunroom
 Shed Carport Alterations
 Deck Gazebo Accessory Bldg.
 Porch Pergola Fire Restoration
 Ramp Hot Tub Alternative Power
 Demo Re-Roof Basement Remodel
 Fence Addition
 Pre-Existing Structure/Work
*Check all that apply above.
 (no permit on record)*

See residential project handout for more information and fee schedule.

Construction Cost \$

I hereby certify that all work related to this application will be performed in accordance with all applicable town, and state laws and codes pertaining to building construction, and demolition and the information submitted and contained herein is accurate and correct. I further certify that I am the owner or an authorized agent of the property owner listed in this application, and have authority to make application for work to be performed.

Applicant's Name (Printed) _____

Applicant's Signature _____ Date _____

For Official Use

Approval For Permit Issuance

Approved By: _____ Title: _____ Approval Date: _____

Required Inspections: 1 2 3 4 5 6 7 8 9 10 Fireplace Electrical Pre-Permit Inspection

Application # _____ Application Date: _____ Scanned?

Permit Fee: \$ _____ Called For Pickup: Contractor Owner Date _____



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Residential Building Permit Application Required Documentation

Required Documentation

2 sets of plans. One may be an electronic copy. Email to Building@henrietta.org Indicate Project Address in Subject Line.

***New York State Educational Law requires stamped design professional plans for project construction cost over \$20,000.**

Plans shall include the following where applicable and be drawn to scale. 1/4" per foot preferred.

- | | |
|--|--|
| -Plan view (overhead) | -Energy code compliance method |
| -Cross section (side view) | -Heat/cooling calculations |
| -Label all Components/Rooms, Spans,
Lumber Sizes, Dimensions etc. | -Plumbing, Electrical and HVAC plan |
| -Survey map (<i>exterior</i> projects only) | -Truss utilization placard form |
| Locate structure on survey map | -Preexisting structures/work
Color pictures |

Insufficient Information May Lead To A Delay In The Permit Process.

Contractor's Liability And Workers' Compensation Insurances required to be on file prior to issuance of permit.

*Project Specific Requirements / Restrictions

Deck

Hardware shall be hot-dipped galvanized or stainless steel. **Positive** lateral connection if attached to house. **Post** to beam connection **shall be notched or post cap connectors to be utilized. Notching** of railing posts is **prohibited**. One **graspable** handrail required with four or more stair risers, may not be open ended and must be between 34" and 38" from stair nosing. **Railings** shall be 36" minimum in height (34 from nosing of stairs). **Less** than 4" between spindles (4 3/8" on stairs).

Stair risers- 8 1/4" maximum and must not vary more than 3/8" (open risers not permitted when greater than 30" total stair rise), **treads**- 9" minimum and must not vary more than 3/8".

Fence

Shall not exceed 3' in height if erected in the front yard, 6' elsewhere. So-called "patio" or "privacy" fences may have a maximum height of 8 feet provided that they otherwise comply with all applicable ordinances and regulations and provided that the fence must be either attached or affixed to the house or at least one end of the fence shall be within eight feet of the main wall of the house; it shall be in the rear of the house; it shall have no side exceeding 24 feet in length; it shall have no side nearer than 10 feet to any existing lot line; it shall have no more than four sides. **Finished** side shall face the abutting property. **Placed** within property lines. **Property** owner is responsible for placement.

Shed

Maximum of 1% of lot size up to 192 square feet whichever is **less**. **Shall** not exceed 2 individual accessory buildings per lot. **Not** permitted in front yard or required side yard on the street side of a corner lot. **Single** story only. Insulation and plumbing **prohibited**.

Basement Remodel

6'-8" finished floor to finished ceiling height minimum, **6'-4"** finished floor to duct work and beams minimum. **Emergence** escape/rescue opening(s) required from habitable space created in basement.

Swimming Pool/Hot Tub

Installed in accordance with section 326 of the most current addition of the International Residential Code and code supplement. See building department representative for more information.

***Please note - This is not a complete list of requirements/restrictions, it is meant for planing purposes, other requirements/restrictions may apply.**

Description of Work



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Residential Permit Application Information Handout

Detach This Page And Do Not Resubmit With Application

SETBACK REQUIREMENTS:

Front - R-1-15 and R-2-15 Districts = 40 feet on town roads, 60 feet on county and state roads
 R-1-20 District = 60 feet on all roads
 RR-1 District = 30 feet on town or private roads, 50 feet on county or state roads
 RR-2 District = 40 feet on town or private roads, 60 feet on county or state road
 (Measured from right of way)

Side- R Districts = 8 feet
 RR-1 District = 10 feet on one side and 15 feet on the other
 RR-2 District = 10 Feet on one side and 20 feet on the other

Rear- R Districts = 10 feet
 RR-1 District = 30 feet
 RR-2 District = 40 feet

P.U.D. districts and **Corner Lots**Please ask for assistance

Shed- Minimum 4 feet rear and side.

Pool- Permitted in rear yards only and shall comply with residential setback regulations applicable to the lot.
Pool must be a minimum of 10' to a fence or other barrier when present.

Supplemental setbacks may apply

Side and Rear Setbacks Shall Not Impermissibly Infringe on an Easement.

LOT COVERAGE:

The ground area of the principal and accessory buildings on any lot shall not exceed 25% of the total area of such lot. The aggregate ground area of all accessory buildings, not including automobile garages, shall not exceed 1% of the total of such lot.

FEE SCHEDULE:

Shed - \$75.00	Sun room - \$155.00
Fence - \$35.00	Pool/Hot Tub - \$95.00
Deck - \$155.00	Pergola/Gazebo - \$85.00
Ramp - \$100.00	Alternative Power - \$205.00
Porch - \$155.00	Accessory Structure - \$235.00
Re-Roof - \$35.00	Demo - Large Structure - \$150.00 Small Structure/In-Ground Pool - \$50.00
Garage - \$155.00	Basement Remodel - \$155.00 Base Plus \$50.00 Plumbing & \$3.00 Per Fixture
Carport - \$100.00	Addition/Alteration/Fire Restoration - \$205.00 Base Plus \$50.00 Plumbing & \$3.00 Per Fixture

Preexisting Structures: As listed above

Because Pre-Existing structures present a unique challenge to code officials, the Office of Building and Fire Prevention cannot certify that any pre-existing structure is substantially in conformance with structural code requirements. The Office of Building and Fire Prevention can only certify that a pre-existing structure is in substantial conformance with general code and safety requirements.

(Fee Schedule Subject to change)